

**Physical Security Working Group
Minutes of the Fifth meeting
Wednesday, 26 October 1983, 1000 - 1200 Hours
Room 4E64, CIA Headquarters Building**

Members Present

Mr. Gerald L. Berkin, Chairman
Mr. Ward Albro, Department of the Army
Mr. Richard Schmeltz, Department of the Navy
[redacted] National Security Agency
Ms. Becky Long, Office of the Secretary of Defense
Mr. Bernard Gatozzi, Department of Justice
Mr. Stephen F. Slaughter, Department of Energy

Members Not Present

[redacted] Defense Intelligence Agency
Mr. Thomas Thounhurst, Department of State
[redacted], Central Intelligence Agency
Mr. Neil Price, Federal Bureau of Investigation

Alternates

CAPT Vickie Young, Department of the Air Force

Also Present

[redacted] SECDEF Staff
Ms. Susan Berg, Executive Secretary

1. **General.** The meeting commenced with the minutes of the last Working Group, 21 September 83, being approved as written.

2. **Chairman's Report.** The Chairman reported on the 19 October 1983 meeting of the Inter-Agency Advisory Committee on Security Equipment (IAAC/SE) chaired by the Federal Protective Service (FPS). This first meeting of the IAAC/SE was convened by the FPS to re-establish GSA/FPS primacy in Government-wide physical security equipment matters. Of especial interest, the IAAC/SE established a Steering Group to address the establishment of standardized physical security terminology and symbology, and to examine the feasibility of establishing or designating a test facility for physical security equipment. All funding and administrative support will be provided by GSA. A data base containing the results of such tests as well as those conducted independently by government agencies, will be maintained by GSA and access made available to all agencies. The Steering Committee will meet monthly and the IAAC/SE will meet quarterly.

At this time it has not been determined where the test facility will be located or exactly how many facilities will be involved. GSA will still maintain overall responsibility for purchasing and storing all physical security equipment. However, due to GSA's past history of problems with physical security equipment, it is imperative that standards submitted by the Physical Security Working Group be included in GSA's plans.

3. Old Business.

STAT a. After reviewing the agenda for the Physical Security Seminar, Mr. Robert [] Chairman of the SECOM, suggested that at its conclusion, a visit should be made to the Department of State's physical security display in Newington, VA. All members agreed and it was added to the seminar agenda.

b. A copy of the new seminar critique sheets were distributed to all attending members.

c. The following is a list of items that had been reported to SECOM as areas the Physical Security Working Group would be looking into:

1. Standardizing PDS
2. Standardizing SCI courier ID
3. Standardizing contractor inspections
4. Standardizing physical security equipment requirements (coordination must be effected with the R&D subcommittee)

4. New Business

a. The following other areas of interest were identified by the members:

1. Standardization of procedures for destruction facilities.
2. Review and re-evaluation of existing standards for testing physical security equipment due to discrepancies between Federal and Military standards.

b. Tasking for the next meeting included:

1. All members will determine the number of calendar year 1984 spaces needed for attendance at the Physical Security Seminars. A fixed quota will be established based upon the input received. Class size will be 25 and the dates for CY 84 are as follows:

16 - 20 January
30 April - 4 May

20 - 24 August
15 - 19 October

2. All members will submit the physical security references used in their offices for a compilation of a master list of reference material to be supplied to seminar attendees.

3. Agencies which have nominated speakers for the seminar will contact them regarding handouts for the seminar to ensure that sufficient copies are made for distribution to the students.

5. Next Meeting. The next meeting of the Physical Security Working Group will be held at 1000 hours, 15 November 1983 at Agency Headquarters.